

Amended 08 May 2007
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4809; DSN 853-4809
WEBSITE: www.azguard.gov/hro
EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 07-186T OPENING DATE: 25 APR 2007 CLOSING DATE: UNTIL FILLED

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:
SUPPLY TECHNICIAN, GS-2005-07, TC70063000

APPOINTMENT FACTORS: OFFICER () WARRANT OFFICER () ENLISTED (X)

SALARY RANGE: \$35,936 - \$46,717 PA	SUPERVISORY () MANAGERIAL () NON-SUPERVISORY/NON-MANAGERIAL (X)
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LOCATION OF POSITION:

WESTER ARMY AVIATION TRAINING SITE (WAATS), MARANA, ARIZONA

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

INSTRUCTIONS FOR APPLYING: Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include; High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-1-R (Military Brief), and SF 181 (Ethnicity and Race Identification). Applications will be accepted without these forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must contain a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a member of the Arizona Army National Guard (in any unit supported by WAATS) and be able to qualify for the following

AFSC/MOS/AOC/BRANCH: 92A, 92Y, 92Z

KNOWN PROMOTION POTENTIAL: NONE

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, martial status, membership or nonmembership in an employee organization or any other non-merit factor.

AREA OF CONSIDERATION: This position is the Federal/Excepted Civil Service and is **open to current members of the Arizona Army National Guard and those eligible for membership.** Individual selected will receive a Permanent Appointment subject to the completion of a one-year trial period. If a Permanent technician is selected, they will remain in that status. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized.**

NOTE: Applications must contain a completed Optional Form 306 (Declaration for Federal Employment).

NOTE: Applications must contain a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).

NOTE: Human Resources Office is the office that will officially approve the selection for a job offer.

NOTE: This position is subject to working nights.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Thorough knowledge of supply regulations, policies, procedures, and instructions applicable to the specific assignment.
 2. Knowledge of supply programs and requirements to ensure customer requests for automated products are satisfied.
 3. Knowledge of procedures for processing accountable supply source documents, to include the identification of problems and trends, and the ability to resolve discrepancies.
 4. Knowledge in control of weapons reporting; maintain accountable weapons reconciliation.
 5. Knowledge of computer technology to assist the supply microcomputer support element in the forecasting, ordering, installing, troubleshooting, and inventory of computer hardware and software.
 6. Ability to communicate effectively both orally and in writing.
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SPECIALIZED EXPERIENCE: Individual must have 12 months experience, education and/or training which demonstrates the ability to manage, regulate, coordinate and exercise control over a wide variety of supply stock requirements.

***BRIEF JOB DESCRIPTION:** This position is located in the Western Army Aviation Training Site in Marana, Arizona. Its purpose is to provide support or management of storage, distribution, cataloging, requisition and turn-in of Army property and supplies. May use automated or manual supply systems. Performs routine and nonroutine property and supplies coordination duties for the WAATS S4. Responsible for knowledge of Command supply discipline program (CSDP), The Army Authorization Documents System (TAADS), Local SOPs, and the use of RCAS and Office computer programs. Plans requirements to satisfy customer needs. Completes procurement actions through the use of supply systems or an IMPAC Card. Responsible for limited aspects of supply management. Develops and installs local procedures and techniques to achieve and maintain smooth, effective, and coordinated supply operations. Performs other duties as assigned. *

SELECTING SUPERVISOR: WO1 GARY AHRENS
